

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



SCOTT SOSEBEE
Deputy Director
Information Technology

VERISE V. CAMPBELL
Deputy Director
Foreclosure Mediation

FACILITIES AND SPECIAL EVENTS COORDINATOR
Position # 0038

Under general direction, the Facilities and Special Events Coordinator provides facilities management and support services for the Supreme Court both in Carson City and Las Vegas; coordinates special events; and serves as a liaison between the Court and external organizations. Some of the duties include but are not limited to coordinating the maintenance of the facilities to ensure optimum functionality, maintaining building records, scheduling and coordinating the purchase and moving of furniture, negotiating and administering contracts and leases, preparing the courtroom for sessions to guarantee uninterrupted use of the facilities and ensure cleanliness, and serving as the Safety Coordinator handling workplace safety programs and policies. This position is located in Carson City.

Education and Experience: Bachelor's degree from an accredited college or university preferably with major course work in a related field of study and 3-4 years of facilities and special events experience, including facilities management, coordination of special events, and project management and/or operations **OR** an equivalent combination of education and experience or training on a year-for-year basis.

Salary Range: \$44,411 - \$63,099 DOE, employee/employer paid retirement

The Supreme Court of Nevada offers the compensation package available for all State of Nevada Employees, which includes a choice of health insurance plans, enrollment into the Public Employees Retirement System (PERS), eleven paid holidays, and paid annual and sick leave.

Application Process:

In order for you to be considered for this position, you must complete a Supreme Court of Nevada Employment Application, a cover letter, and a resume. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications in your original application materials. Applications are available at WWW.NEVADAJUDICIARY.US under the Administrative Office tab, where the application may be completed online and then printed and mailed or delivered to:

Cynthia Sampson, Personnel Analyst
Administrative Office of the Courts
Supreme Court Building
201 South Carson Street, Suite 250
Carson City, Nevada 89701-4702

You may also submit your application packet:

- via e-mail to: facilitiescoordinator@nvcourts.nv.gov
- via fax to: (775) 684-1777

The deadline to submit applications is Friday, December 14, 2012. Applications received after December 14, 2012, will not be accepted.

The Supreme Court of Nevada is an equal employment opportunity employer and does not discriminate on the basis of sex, age, religion, race or disability. If accommodation for a disability is needed during the application or examination process, contact the Personnel Analyst at 775.684.1744.